

## Embassy of the United States of America



Islamabad, Pakistan  
Date: April 29<sup>th</sup>, 2016  
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To: Offeror

Request Number: PR5222600

From: Contracting Officer  
General Services Office  
US Embassy  
Diplomatic Enclave, Ramna 5  
Islamabad

E-mail: [rafiques@state.gov](mailto:rafiques@state.gov), [LatifM@state.gov](mailto:LatifM@state.gov);  
Phone: 92-51-201-4948

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Subject: **Request for Price Quotation – Provide Designing and printing of Khabr O Nazar Magazine**

A. The Embassy requests your price quote **on a priority basis** for the following item/Services:

### **1. ITEM DESCRIPTION**

The U.S. Embassy Islamabad requires deliveries of “**Designing and printing of Khabr O Nazar Magazine**”. Provide your best rates for all three line items.

#### **1.1 Price**

S/ No	Item Description	Quantity	Unit Price (in PKR)	Total Price ( in PKR)
1	Layout and designing of bi-monthly embassy magazine Khabr O Nazar 2016 as per SOW attached. Annex-1	<b>5 Issues</b>		
2	Printing of bi-monthly embassy magazine Khabr O Nazar 2016 as per SOW attached (Size A4, 40 pages, 4 color, 135 gsm inner pages, 150gsm title pages) Annex-2	<b>75000 Each</b>		

3	Printing and Delivery of Khabar-O-Nazar Envelope (Size 9''x12'', 4 color, 115gsm) as per SOW attached Annex-2	75000 Each		
Grand Total Price				

## **2. TERMS & CONDITIONS**

### **Duration of Contract:**

Duration of the contract will be for one year starting from the date of award.

### **Inspection & Acceptance:**

A Government representative will inspect the products delivered to determine the quality and acceptability. Substandard products shall be returned at vendor's expense.

### **Payment Terms:**

Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon submission of legitimate invoice to Financial Management Officer (FMO) after delivery.

### **Sample Submission**

Vendor ***must*** submit the sample for the provided pictures and article (Annex-3A, 3B, 3C) for technical evaluation along with the quotation.

Annex-3A (English Article)

Annex-3B (Urdu Article "in-page" latest version)

Annex-3C (Picture related to article)

### **Evaluation Criteria:**

The Government intends to award a contract/purchase order resulting from this solicitation to the lowest priced, technically acceptable offeror/quoter who is a responsible contractor. The evaluation process shall include the following:

**Responsibility Determination.** The Government will determine contractor responsibility by analyzing whether the apparent successful offeror complies with the requirements including:

- Adequate financial resources or the ability to obtain them;
- Satisfactory record of integrity and business ethics;
- Necessary organization, experience, and skills or the ability to obtain them;
- Necessary equipment and facilities or the ability to obtain them
- Interested vendor must have in page latest version software; and

**Technical Acceptability.** Technical acceptability will include a review of past performance and experience based on following criteria, along with any technical information provided by the offeror with its proposal/quotation.

- **Quality of design as determined by PAS technical evaluation committee**– Vendor should be able to incorporate both English and Urdu text in relevant ways. In addition to

supplied photos (see ANNEX-3 PART A,B,C) they should enhance the articles with creative graphic design of their own making. They should enhance images with text, creative use of color and additional images they have the rights to use as is relevant. If they find other photos that will complement the ones supplied by the embassy, they should proactively arrange permissions to use them. The level of design needs to be consistent, so we want to know that the person working on the pitch will be working on the design.

- **Timeliness** – Deadlines are very important in the production of the publication. We need to see that the vendor has the capacity to deliver on time, whether from a dedicated POC or team.
- **Software** – Vendor needs to have the capability to use multiple Urdu fonts and innovation design

**Be otherwise qualified and eligible to receive an award under applicable laws and regulations**

#### **SUBMISSION OF INVOICE:**

Each invoice shall include vendor invoice number, purchase order/contract number, date issued, brief description of supplies/services provided, quantities, unit and total price, and signed by the signing authority.

Invoices must be routed to:

1. One original invoice in pdf format to the Financial Management Center to [IslamabadFMC-Invoice@state.gov](mailto:IslamabadFMC-Invoice@state.gov)
2. One copy clearly marked “DUPLICATE Copy for GSO – original submitted to FMO” to [Islamabad\\_GSO\\_Procurement@state.gov](mailto:Islamabad_GSO_Procurement@state.gov)

Although email is the preferred method, invoices may also be submitted by mail (do not also send electronically if you mail the invoice to the following address):

Financial Management Officer (FMO)  
US Embassy, Diplomatic Enclave  
Ramna-5, Islamabad

For payment related queries contractor will contact Financial Management Officer (FMO) [IslamabadFMC-Invoice@state.gov](mailto:IslamabadFMC-Invoice@state.gov). Contracting Officer takes no responsibility for payment and/or associated queries.

#### **Contract Clauses**

FAR & DOSAR (attached) clauses will apply to this purchase order. These clauses can be accessed through following link:

[http://aoepd.a.state.gov/Content/documents/overseas\\_comm-item-fac-2005-36.docx](http://aoepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx) this link does not work

52.212-4	(MAY 2004) Alternate I (APR 1984)
52.212-5	Contract Terms and Conditions--Commercial Items (May 2015)
	Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Feb 2016)

**Offer Due Date:**

1. Please submit your quote along with sample on or before **May 13, 2016 at 12:00 noon** to **Contracting Officer, U.S. Embassy, Diplomatic Enclave, Ramna-5, Islamabad** or via Email to following email addresses:

[Rafiques@state.gov](mailto:Rafiques@state.gov)

[LatifM@state.gov](mailto:LatifM@state.gov)

No quote will be acceptable without sample and after the due date.

2. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.
3. Please provide reference of our Request Number **PR5222600** in all your correspondence regarding this request for price quotation.

**ANNEX-1**

**STATEMENT OF WORK**

**Designing of Khabr-o-Nazar Magazine**

Khabr-o-Nazr is a 40-page multi-color magazine focusing on U.S. - Pak relations. Contractor will design and print 5 editions of Khabr-o-Nazar magazine to be published on a bi-monthly basis.

**A. Deliverables**

- Each edition will be 40 pages, multi-colored with parallel text in English and Urdu.
- 135-gram art paper will be used for text pages and 150 grams art paper will be used for the front cover and back covers.
- Paper size will be 8 1/2" X 11 "
- Contractor will design all aspects of the magazine including all intellectual aspects such as layout, color and font schemes, and practical aspects such as mock-up, dummy printing, and draft writing, with input from the U.S. Embassy as appropriate and necessary.
- Contractor will print the magazine using the standards above.
- Contractor will also design and print A-4 size envelopes for the magazines.
- Contractor will provide the Embassy a digital print version of the final draft by the 10<sup>th</sup> of the second month via courier service.
- Contractor will deliver the finished product to the U.S. Embassy receiving point: U.S. Embassy Islamabad Warehouse, located at the embassy building.

**B. Timeline**

- Contractor will develop a timeline based on the monthly delivery date as indicated below. Such timeline should take into consideration date on which it will require information

from the U.S. Embassy, three 48-hour periods for U.S. Embassy review and approval, and time necessary for the physical delivery of the final product.

- U.S. Embassy will provide the contractor with translated articles, accompanying pictures, and Urdu translations no later than the **15<sup>th</sup>** of the first month in the bi-monthly period.
- Contractor will deliver the first draft edition to the U.S. Embassy no later than 4:00pm local time on the **25<sup>th</sup>** of the first month in the bi-monthly period. In the event the 25<sup>th</sup> falls on a weekend or holiday, delivery deadline will be extended to first business day following the weekend or holiday.
- Contractor will provide the Embassy a digital print version of the final draft by the **10<sup>th</sup>** of the second month of the bi-monthly period via courier service.
- Contractor will provide the final version of the designed product no later than the **15<sup>th</sup>** of the second month of the bi-monthly period.
- Unless for reasons beyond the control of the contractor as determined unilaterally by the U.S. Embassy, failure to deliver on time may result in loss of payment for that edition and/or termination of contract.

#### **C. Point of Contact (POC)**

- Contractor's POC must be the designer and not a client services manager or salesperson.
- Meetings will be conducted electronically to the greatest extent possible. However, should a face-to-face meeting be necessary, it will take place either at the Embassy or at the company's office based on the convenience of both parties but as determined by Public Affairs Section of US Embassy, Islamabad (PAS).
- POC will be available during normal business hours (830am-430pm, Monday through Friday). Business may be conducted outside these hours but only as necessary and as determined by PAS.

#### **D. Type of contract**

- It is to be a firm-fixed price contract which will initially be for the 5 editions of the bi-monthly magazine.

#### **E. Period of Performance**

- June 2016-June 2017

#### **F. Mode of Payment**

- Payment will be made by Electronic Funds Transfer (EFT) in 13 installments as follows:
  - 90% of the total contract will be dispersed on completion of each issue (7.5% per issue).
  - 10% will be dispersed when all 5 issues have been successfully delivered.
- Payment will be made upon satisfactory and successful delivery of each issue and submission of all relevant papers, if any, with legitimate invoice to Financial

Management Officer (FMO), U.S. Embassy, Diplomatic Enclave, Ramna – 5, Islamabad, Pakistan.

**G. Additional Terms and Conditions**

- Contractor will provide U.S. Embassy with contact details for all key personnel of the design team.
- For purposes of exchange of text between U.S. Embassy and Contractor, English text will be composed in MS Word. It will be the responsibility of the Contractor to have the version of the software necessary to work with such files.
- For purposes of exchange of files between U.S. Embassy, Design contractor, and printing Contractor, compatible software must exist. It is the responsibility of the Contractor to maintain software that is compatible with all systems. Specify type.
- Contractor will communicate directly with Wasim Abbas of PAS as the sole Embassy POC, copying the designated PD Officer on all communication.
- Both contractor and U.S. Embassy POC must provide written advance notice of any prolonged leave or absence, and provide an alternate contact to serve as POC in the interim.
- In the event of scheduled face-to-face meetings, scheduled attendees from the Contractor must be present except in the rare case of an emergency.
- Jpeg format will be used for all photographs.
- Alteration of any material submitted by U.S. Embassy is not to be allowed without prior consent of the U.S. Embassy.
- Contractor is not authorized to use any images of any type not provided by the U.S. Embassy other than is necessary for design purposes. Any additional material may only be used with the consent of the U.S. Embassy. Use of any material other than that provided by the U.S. Embassy may only be used with prior consent of the U.S. Embassy and any copyright holders.
- U.S. Embassy maintains right of final editorial approval.
- U.S. Embassy has the right to cancel this agreement for any reason and without prior notice.
- Contractor will use tracked changes or different color for edited text in editing the document for second or later drafts submitted to the PAS POC.

## **ANNEX-2**

### **STATEMENT OF WORK**

#### **Printing of Khabr-o-Nazar Magazine**

Khabr-o-Nazr is a 40-page multi-color magazine focusing on U.S. - Pakistan relations. Contractor will design and print 5 editions of Khabr-o-Nazar magazine to be published on a bi-monthly basis.

#### **H. Deliverables**

- Each edition will be 40 pages, multi-colored with parallel text in English and Urdu.
- 135-gram art paper will be used for text pages and 150 grams art paper will be used for the front cover and back covers.
- Paper size will be 8 1/2" X 11 "
- Contractor will use automated/computerized cutting of paper, folding, and center pin binding of magazine.
- Contractor will adhere to layout, color and font schemes provided in the final designed product provided for printing.
- Contractor will also design and print A-4 size envelopes for the magazines.
- Contractor will print the magazine using the standards above.
- Contractor will deliver the finished product to the U.S. Embassy receiving point: U.S. Embassy Islamabad Warehouse, located at the embassy building.

#### **I. Timeline**

- Contractor will develop a timeline based on the bi-monthly delivery date as indicated below.
- Contractor will receive a final document from the U.S. Embassy contact no later than the 25<sup>th</sup> of the second month in each bi-monthly period.
- Contractor will print and deliver the final printed product to the U.S. Embassy warehouse no later than the 30<sup>th</sup> of each month in each bi-monthly period.
- Unless for reasons beyond the control of the contractor as determined unilaterally by the U.S. Embassy, failure to deliver on time may result in loss of payment for that edition and/or termination of contract.

#### **J. Point of Contact (POC)**

- Contractor's POC must be a client services manager or salesperson.
- Meetings will be conducted electronically to the greatest extent possible. However, should a face-to-face meeting be necessary, it will take place either at the Embassy or at the company's office based on the convenience of both parties but as determined by PAS.
- POC will be available during normal business hours (8:30 a.m.-4:30 p.m., Monday through Friday). Business may be conducted outside these hours but only as necessary and as determined by PAS.

**K. Type of contract**

- The initial two (2) issues will be published under probationary status with the remaining three (3) issues contingent upon successful publishing of the first two issues.

**L. Period of Performance**

- June 2016-June 2017

**M. Mode of Payment**

- Payment will be made by Electronic Funds Transfer (EFT) in 13 installments as follows:
  - 90% of the total contract will be dispersed on completion of each issue (7.5% per monthly issue).
  - 10% will be dispersed when all 5 issues have been successfully delivered.
- Payment will be made upon satisfactory and successful delivery of each issue and submission of all relevant papers, if any, with legitimate invoice to Financial Management Officer (FMO), U.S. Embassy, Diplomatic Enclave, Ramna – 5, Islamabad, Pakistan.

**N. Additional Terms and Conditions**

- Contractor will provide U.S. Embassy with contact details for all key personnel of the publishing team.
- Contractor will communicate directly with Wasim Abbas of PAS as the sole Embassy POC, copying PD Officer Shayna Cram on all communication.
- Both contractor and U.S. Embassy POC must provide written advance notice of any prolonged leave or absence, and provide an alternate contact to serve as POC in the interim.
- In the event of scheduled face-to-face meetings, scheduled attendees from the Contractor must be present except in the rare case of an emergency.
- For purposes of exchange of files between U.S. Embassy, Design contractor, and printing Contractor, compatible software must exist. It is the responsibility of the Contractor to maintain software that is compatible with all systems. Specify type.
- Alteration of any material submitted by U.S. Embassy is not allowed without prior consent of the U.S. Embassy.
- Contractor is not authorized to use any images of any type not provided by the U.S. Embassy other than is necessary for design purposes. Any additional material may only be used with the consent of the U.S. Embassy. Use of any material other than that provided by the U.S. Embassy may only be used with prior consent of the U.S. Embassy and any copyright holders.
- U.S. Embassy maintains right of final editorial approval.
- U.S. Embassy has the right to cancel this agreement for any reason and without prior notice.



